BILL NO. S-93-11-14

SPECIAL ORDINANCE NO. S-92-93

AN ORDINANCE amending Special Ordinance No. S-72-93 which fixed the salaries of each and every appointed officer, employee, deputy assistant, departmental and institutional head of the Civil City and City Utilities of the City of Fort Wayne, Indiana for the year 1994.

WHEREAS, the Mayor and the Common Council of the City of Fort Wayne, Indiana, according to the powers outlined in IC 36-4-7-3 and IC 36-8-3-3(d), have assigned to each employee of the Civil City of Fort Wayne and of City Utilities of Fort Wayne a Labor Grade under the City Classification System established by Ordinance No. S-34-73 as subsequently modified and improved, which grades should accurately reflect the duties and responsibilities of said employees, and

WHEREAS, the Mayor of the City of Fort Wayne has recommended a maximum salary level for each labor grade in a systematic way, and

WHEREAS, the Clerk of the City of Fort Wayne, the Park Department Board and the Metropolitan Human Relations Commission have recommended labor grade designations for positions within their respective jurisdictions, and

WHEREAS, the Common Council must assure that salaries reflect the duties and responsibilities assigned to each employee, and to be certain that such salaries are fair and equitable, and

WHEREAS, the funds of such salaries are to be provided for the 1994 City Budget and from City Utilities operating funds and other sources as may be specified by the Common Council.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. That all employees of the Civil City of

Fort Wayne and of City Utilities, shall be classified by the departments, titles and labor grades herein designated, and that no changes be made in any labor grade without the specific approval of the Common Council except for those brought about by collective bargaining with authorized representatives of City or Utilities employees in accordance with the existing collective bargaining agreements.

SECTION 2. That the following scale of Minimum and Maximum Salaries is hereby fixed and authorized as a scale for approved labor grades. It shall be the City's policy that no employee shall be paid below the minimum and the maximum will not be exceeded, except for approved shift differentials, approved longevity pay, approved overtime pay, approved technical skill pay, approved educational bonus, approved clothing allowance, or approved car allowance.

SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF IN ITS ENTIRETY

This scale, as reflected on Exhibit "A", is an attempt to maintain an orderly, consistent and competitive pay policy. Actual adjustments in salaries within amounts fixed herein by Council will result from 1) any general increase to be specified subsequent to adoption of this Ordinance, and/or 2) any adjustment to the base pay for an individual's labor grade, and/or 3) progression to a level specified in an approved collective bargaining agreement between the City of Fort Wayne and a recognized representative organization.

SECTION 3. The following is a true and complete listing of all Civil City and City Utilities salaried non-bargaining unit positions by Department, Position Title, and Labor Grade. It does not include those positions which are specified as part of a bargaining unit having a written economic

agreement with the City or Utilities negotiated by the Director of City Human Resources and approved by Common Council.

LABOR GRADE	TITLE
CITY CLERK'S OFFICE	
12	Chief Deputy
12	Research Assistant
10	Supervisor
8	Executive Secretary/Bookkeeper
7	Violations Clerk
7	Violations Court Clerk
7	Receptionist/Clerk
UC (not to exceed $37,620)	Council Attorney
PARKS AND RECREATION	
19	Director
17	Superintendent
17	Associate Director A
16	Associate Director B
16	Manager A
15	Manager B
15	Assistant Superintendent
14	Manager C
13	Supervisor A
12	Manager D
12	Administrative Assistant
12	Supervisor B
11	Supervisor C
11	Assistant Supervisor
11	Golf Green Superintendent
5	Payroll Specialist
UC (not to exceed $14,072)	Golf Course Pro/Manager

METRO HUMAN RELATIONS COMMISSION

17	Executive Director
15	Deputy Director
15	Staff Attorney
12	Chief Investigator
10	Investigator III
9	Investigator II
9	Investigator I
8	Executive Secretary VIII

MAYOR'S OFFICE

20	Chief of Staff
19	Director of Public Safety
14	Executive Assistant
11	Administrative Assistant
8	Executive Secretary VIII
7	Receptionist

Internal Audit

17	Director of Internal Audit
11	Staff Auditor

Public Information

14	Director, Public Information
12	Public Information Officer
4	Executive Secretary IV

Neighborhood/Citizen's Advocate

14	Neighborhood/Citizen's Advocate
11	Veterans' Service Officer
8	Assistant Citizen's Advocate

Law Department

UC (not to exceed $38,439)	City Attorney (Corporation Counsel)
UC	Associate City Attorney

(not to exceed $27,439)

18	Staff Attorney
9	Legal Research Secretary

Drug Regional Advisory Council

13	Co-Director/Governor's Commission For A Drug-Free Indiana
8	Executive Secretary VIII

(The positions in the Drug Regional Advisory Council are exempt from any and all local residency requirements and are automatically eliminated, and the incumbents have no right to continue employment with the City upon expiration of State Funding for these positions pursuant to Special Ordinance No. 89-09-21).

Bicentennial Celebration Council

15	Executive Director
14	Executive Assistant
5	Executive Secretary V

(The positions created in the Bicentennial Celebration Council are automatically eliminated and the incumbents therein shall have no right of continued employment with the City in any other position if inadequate private funding is received to support said positions).

FINANCE AND ADMINISTRATION

19	Director of Finance & Administration
18	Deputy Controller
15	Accounting Systems Manager
15	Accounting Supervisor
11	Property Manager
9	Administrative Assistant

Human Resources

18	Director of Human Resources
16	Associate Director of Human Resources
14	Systems Manager
14	EEO/AA Administrator
12	Employment Specialist
10	Office Manager

10	Benefits Administrator
9	Administrative Assistant IX
7	Executive Secretary VII
5	Executive Secretary V

Payroll

13	Supervisor of Payroll Services
10	Payroll Administrator III
9	Payroll Administrator II
9	Payroll Administrator I

Risk Management

14	Risk Manager
11	Safety Claims/Investigator
9	Executive Secretary IX
7	Executive Secretary VII/Receptionist

Purchasing

16	Director of Purchasing Services
10	Assistant Director of Purchasing Services

Office & Administrative Services (C.U.)

7	Executive Clerical Secretary
5	Executive Clerical Assistant

PUBLIC WORKS

19	Director
13	Solid Waste Manager
12	Clerk to Board
12	Administrative Assistant
9	Executive Secretary IX

City Engineer (C.U.)

18	City Engineer
16	Supervisor of Technical Services/IMS
15	GIS Analyst
13	Project Coordinator/Leader

8	Executive Secretary VIII
Transportation Engineering	
18	Director
8	Executive Secretary VIII
Street Engineering	
16	Street Engineer
15	Assistant Street Engineer
Traffic Engineering	
16	Traffic Engineer
15	Assistant Traffic Engineer
14	Signal Superintendent
13	Sign and Marking Supervisor
13	Signal Line Foreman
Street Department	
18	Director of Transportation/Operations
13	Assistant Street Commissioner
10	General Foreman
Garage (C.U.)	
12	Garage Supervisor
7	Executive Secretary VII
Street Light Engineering	
16	Chief Lighting Engineer
14	Superintendent of St. Lighting Warehouse
Technical Services (C.U.)	
16	Supervisor
Right of Way	
13	Director

CITY UTILITIES

Utilities Administration	
19	Director of City Utilities

16		Associate Director of City Utilities
15		Accounting System Manager/System Manager
9		Executive Secretary IX
	Water Engineering	
16		Assistant Chief Engineer/Water
8		Executive Secretary VIII
	Filtration Plant	
17		Superintendent
16		Assistant Superintendent
15		Maintenance Supervisor
13		Chief Operator
12		Senior Analytical Chemist
9		Administrative Assistant IX
	Water Maintenance & Service	
16		Superintendent
14		Supervisor
12		Assistant Supervisor of Service
12		General Foreman
	Water Pollution Control Engineering	
16		Assistant Chief Engineer/Sanitary
8		Executive Secretary VIII
	Water Pollution Control Plant	
17		Superintendent
16		Manager of Operations
15		Supervisor of Industrial Waste & Control
15		Supervisor of Maintenance
14		Chief Chemist
13		Assistant Chemist
13		Assistant Supervisor of Maintenance

13	Programs Manager
13	Agronomist
	Water Pollution Control Maintenance
16	Superintendent
12	General Foreman
	Stormwater Engineering
16	Assistant Chief Engineer/Drainage
8	Executive Secretary VIII
	Stormwater Maintenance
14	Assistant Superintendent
12	General Foreman
	Customer Relations
13	Supervisor
13	Supervisor/Senior Permit Specialist
	Meter Reading
13	Supervisor/Chief Meter Reader
	General Accounting
13	Supervisor
10	Project Accountant
	Water Resources
17	Chief Engineer

COMMUNITY AND ECONOMIC DEVELOPMENT

19	Director
17	Fiscal Administrator
16	Community Development Projects Administrator
12	Community Development Specialist
12	Staff Accountant
9	Office Manager
8	Executive Secretary VIII
	Planning

18	Director of Planning
16	Senior Planner (Planner III)
14	GIS Planner
13	Long Range Planner II
13	Information/Data System Planner II
13	Land Use Management Planner II
12	Long Range Planner I
12	Neighborhood Planner I
12	Historic Preservation Planner I
10	Historic Preservation Assistant

Economic Development

18	Director of Economic Development
15	Sr. Economic Development Specialist
14	Business Development Specialist/UEA Administrator
13	Economic Development Specialist
11	Asst. Business Development Specialist
10	Administrative Assistant X
7	Executive Secretary VII
6	Executive Secretary VI

Redevelopment

18	Director of Redevelopment
13	Redevelopment Specialist
9	Bookkeeper/Accountant

Neighborhood Code Enforcement

17	NCE Administrator
14	Enforcement Manager
13	Case Systems Manager
12	Legal Assistant

Housing and Neighborhood Development Services

17	HANDS Administrator
14	Loan Processing Manager

14	Program Development Manager
12	Construction Manager
13	Tax Reversion Property Manager
9	Administrative Assistant
8	Assistant Loan Processor
7	Executive Secretary VII

Contract Compliance

17	Compliance Administrator
11	Compliance Officer
7	Executive Secretary VII

ANIMAL CONTROL

15	Shelter Manager
12	Office Supervisor
11	Supervisor
11	Humane Education Specialist

COMMUNICATIONS

17	Chief of Communications
15	Director of Operations
13	Supervisor of Dispatchers
13	Supervisor of Technicians
13	Assistant Director of Operations
12	Electronics Technician
9	Administrative Assistant

SECTION 4. Pursuant to State Statute economic conditions must be approved by the Common Council. Such economic conditions include, but are not limited to, base pay and monetary fringe benefits. These matters will be negotiated by and between the City and the appropriate bargaining unit for the year 1994. Upon conclusion of such negotiations the appropriate Ordinances shall be submitted to the Common Council for approval.

Employees covered by recognized bargaining unit representatives (Unions) will receive a salary established by the Collective Bargaining process as long as this pay does not exceed the table of maximum salaries authorized in Section 2, above.

SECTION 5. In addition to the compensation for positions listed herein the City shall contribute 3% of employees' salary to the Public Employees Retirement Fund (PERF).

SECTION 6. That, in addition to the compensation provided for herein: The Corporation Counsel shall receive not more than $5,000 for services performed in connection with the operations of the municipally owned utilities pursuant to I.C. 36-4-7-4 which additional compensation shall be paid from the revenues of the appropriate utility or function. The Corporation Counsel shall also receive an additional sum not to exceed $10,000 for services provided in connection with the City Self-Insurance Program involving matters not in litigation. That, so long as the City does not employ a full-time Labor Relations Director (Labor Grade 14) the Corporation Council shall receive $10,000 additional annual compensation for services provided in connection with collective bargaining matters involving the Civil City and its Utilities.

That, in addition, the following legal services are recognized as extraordinary services and shall entitle any part-time member of the Law Department performing such services to additional compensation at the rate of $105.00 per hour, or such other appropriate compensation as determined by the Board of Public Works:

A.) Bond issues and related financial matters, including Bond issues related to the Economic

Development Commission where the fees for said issues are paid by the Bond applicant.

B.) Annexation litigation following the filing of a remonstrance.

C.) Condemnation litigation following the filing of exceptions to the appraisers' report.

D.) All matters relating to defense of claims against the Fort Wayne Police Department following the filing of a complaint.

E.) All matters involving a challenge to the constitutionality of any act or omission by the City or one of its employees following the filing of a complaint in court.

F.) All matters relating to intervention in utility rate cases following the filing of a petition of a petition to intervene, or other appearances before the U.R.C.

G.) All matters relating to litigation where the amount in controversy exceeds $50,000, following the filing of a complaint in court.

H.) All matters relating to litigation where any recovery against the City or its employees would be paid from the City's Self-Insurance Fund.

I.) All matters involving collective bargaining arbitrations provided that no more than $550/arbitration is paid.

J.) Matters relating to the Fort Wayne Redevelopment Commission covered by a separate contract.

Any and all payments to be made hereunder for extraordinary services, shall be subject to completion of

appropriate claims required by the State Board of Accounts and shall be subject to the final approval by the City Controller.

Nothing in this agreement shall prevent the use of other attorneys or firms to perform extraordinary services, subject, however, to the provisions of I.C. 36-4-9-12.

SECTION 7. From and after the first day of January 1994, all appointed officers, employees, deputies, assistants, departmental and institutional heads of the Civil City and City Utilities will be paid according to this, the above and following provisions of this ordinance, subject to budgetary limitations, collective bargaining agreements, future changes or amendments enacted by Common Council.

SECTION 8. That all Departments subject to this Ordinance will conform to the Official City's Personnel Policies and Procedures relating to hiring, pay, and other related practices, approved by the Mayor and administered by the City's Human Resources Department.

Section 9. If any section, clause, sentence, paragraph or part or provisions of this Ordinance be found invalid or void by a Court of competent jurisdiction, it shall be conclusively presumed that this Ordinance would have passed by the Common Council without such invalid section, clauses, paragraph, part or provisions, and the remaining parts of the Ordinance will remain in effect.

Section 10. The Municipal Code of the City of Fort Wayne references, in codification form, salary ordinances previously adopted by the City Council for past years. Such

salary ordinances have a duration of one year and thus, with the exception of the 1992 salary ordinance, have expired. However, to avoid confusion, it is hereby stated that commencing January 1, 1994, any conflict between the terms and conditions hereof and any previous ordinance shall be resolved in favor of this ordinance.

Section 11. Two copies of all attachments and Exhibits referred to in this Ordinance shall be kept on file with the City Clerk of Fort Wayne for the purpose of public inspection.

Section 12. This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

Council Member

APPROVED AS TO FORM & LEGALITY

J. Timothy McCaulay, City Attorney

EXHIBIT "A"

NEW SALARY RANGES - FOR 1994

LABOR GRADE	MINIMUM	MAXIMUM
1	$10,965	$15,727
2	12,336	17,692
3	13,706	19,659
4	15,079	21,628
5	16,448	23,592
6	17,819	25,557
7	19,189	27,524
8	20,560	29,489
9	21,893	31,456
10	23,301	33,421
11	24,671	35,387
12	26,043	37,942
13	27,414	39,321
14	28,783	41,282
15	30,155	43,248
16	33,258	47,700
17	36,997	53,078
18	41,064	58,896
19	48,625	68,440
20	49,598	69,809

Read the first time in full and on motion by Lunsey, seconded by ~~_____~~, and ~~duly adopted~~, read the second ~~time~~ by title and referred to the Committee on Finance (and the City Plan Commission for ~~recommendation~~) and Public Hearing ~~to be held~~ after due legal notice, at the ~~Common Council Conference Room 128~~, City-County Building, Fort Wayne, Indiana, on Tuesday, the _____, day of _____, 19____, at 6 o'clock P.M., E.S.T.

DATED: 11-28-93

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Lunsey, seconded by _____, and duly adopted, placed on its passage. PASSED ~~LOST~~ by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	9			
BRADBURY	✓			
EDMONDS	✓			
GiaQUINTA	✓			
HENRY	✓			
LONG	✓			
LUNSEY	✓			
RAVINE	✓			
SCHMIDT	✓			
TALARICO	✓			

DATED: 12-14-93

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as ~~(ANNEXATION)~~ ~~(APPROPRIATION)~~ (GENERAL) (SPECIAL) ~~(ZONING)~~ ORDINANCE ~~RESOLUTION~~ NO. S-92-93

on the 14th day of December, 1993

ATTEST:

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

(SEAL)

Mark E. GiaQuinta
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 15th day of December, 1993, at the hour of 2:00 o'clock P.M., E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 16th day of December, 1993, at the hour of 11:15 o'clock P.M., E.S.T.

Paul Helmke
PAUL HELMKE, MAYOR

Office of the Mayor

MEMORANDUM

Paul Helmke, Mayor

TO: **Members of the City Council**

FROM: **Greg Purcell, Chief of Staff**

DATE: **November 23, 1993**

D-93-11-14

SUBJECT: **Amendments to the 1994 Salary Ordinance**

Attached is an amended version of the 1994 Salary Ordinance for your review. These amendments are being proposed as a result of the Ad-hoc Salary Review Committee recommendations and as a result of the Council discussion on November 9, 1993. Note that the salaries of elected officials will be addressed in a separate ordinance to be prepared by the Council Attorney.

Below is an outline of the amendments in the attached ordinance:

Recommended Salary Ordinance Amendments

Page	Change
03	Increase labor grade of the Research Assistant position from 9 to 12.
04	Delete Staff Director position and add Chief of Staff position at labor grade 20, and Director of Public Safety at labor grade 19. (Previously, both positions shared the title of "staff director" at labor grade 19.)
16	Increased labor grade 19 by $3,000 at both the minimum and maximum of the range. The Committee recommendation was to increase the range by $10,000. Although Council did not recommend any increase during the November 9, meeting, in subsequent discussions with several Council Members, there was support to include a $3,000 increase in the labor grade range. Please note this does not mean any actual increase per se for any individual Division Head, although the change gives the Mayor discretion on final compensation amounts.
16	Added new labor grade 20 at a range of 2% above that of the labor grade 19.

Should you have any questions with regard to these amendments, feel free to contact me at 427-1111.

GP/gb

Admn. Appr. _____

DIGEST SHEET

TITLE OF ORDINANCE Amendment to 1994 Salary Ordinance.

DEPARTMENT REQUESTING ORDINANCE Mayor's Office

SYNOPSIS OF ORDINANCE Implement partial recommendations of Ad-Hoc Salary Review Committee, and recommendations as discussed by the City Council on November 9. 1993.

EFFECT OF PASSAGE Changes will be implemented.

EFFECT OF NON-PASSAGE Changes will not be implemented.

MONEY INVOLVED (Direct Cost, Expenditures, Savings) _____

ASSIGNED TO COMMITTEE _____

_____

BILL NO. S-93-11-14

REPORT OF THE COMMITTEE ON
FINANCE

ARCHIE L. LUNSEY & DONALD J. SCHMIDT - CO-CHAIRPERSONS
HENRY, EDMONDS, LONG

WE, YOUR COMMITTEE ON FINANCE TO WHOM WAS

REFERRED AN (ORDINANCE) (RESOLUTION) amending Special Ordinance No. S-72-93 which fixed the salaries of each and every appointed officer, employee, deputy assistant, departmental and institutional head of the Civil City and City Utilities of the City of Fort Wayne, Indiana for the year 1994

HAVE HAD SAID (ORDINANCE) (RESOLUTION) UNDER CONSIDERATION AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID (ORDINANCE) (RESOLUTION)

DO PASS	DO NOT PASS	ABSTAIN	NO REC
Archie Lunsey			
DJS			
Thomas C. Henry			
Celestus R Edmonds			

DATED: 12-14-93

Sandra E. Kennedy
City Clerk